

# Important Reminders ..... Paton School Procedures

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## Tardy

Students must be in their classrooms by 9:15 so as not to be considered tardy. Students should arrive by 8:55 in order to have time to go to their lockers and get into their classrooms, as morning work is assigned to them beginning about 9:00. Students arriving after 9:15 must report to the office before going to class.

## Absentee

It is extremely important that you call the school by 9:00 am if your child will be absent or tardy! A message can be left on the voice mail at any time day or night if no one is in the office. 841-8626

## Change in Dismissal

If your child will be being dismissed differently than their usual routine (either due to them attending CCD classes at St. Mary's church or going to a friend's house, etc.), please send a note and let us know.

## Morning Drop-Off

Whenever possible, have children exit your car on the right hand side. Please have lunch money, kisses, hugs, etc. done before it is your turn to drop off.

## Early Drop-Off

According to school policy, students should not be dropped off in the morning before 8:45 am. Supervision by staff members does not begin until 8:45 am.

## Bus Lane

For the safety of students, please remember: The driveway going into Paton School from Route 140 is closed to incoming vehicles except school buses during the hours of 8:40 am to 9:15 am and again from 3:00 pm to 3:45 pm. Thank You!

## Buses

Students have come into school with notes requesting they take either a different bus home, or students who are walkers have asked to take a bus after school to go to a friend's house. Unfortunately we cannot allow this unless you have received permission from the Bus Department. 753-6329

## Parent Pick-Up

Whenever you are planning to come pick up your child, please meet them at Parent Pick-Up, NOT on the porch at the Main entrance. Please remember to park and walk

up to meet with your child. It is very important for all students' safety that someone meets them and walks them back to the car!

## Parking for Parent Pick-Up

When you are picking up your student at the end of the school day, please park your car in the playground area, not in the regular daytime parking area. We have staff who must leave here between 3:15 and 3:25 to go to other schools, and they have been blocked in by cars double parked while they are picking up students. Thank you.

## Classroom Visits

We must ask that you PLEASE not go to your child's classroom at any time during the school day to speak to the teacher without checking in the office. The time the teachers have to spend with the students during the day is very important, and if a parent interrupts this time, it distracts all the students and teacher. This includes the end of the school day (3:25 to 3:45). This is the time when students are getting the books, paperwork and instructions for homework and the next day's activities. Once dismissal begins at 3:25, teachers must be focusing on ensuring that all students go to their assigned buses, parent pick up, etc.

Please send a note, email or call anytime you would like to speak to a teacher. They would be very happy to return your call or make an appointment to conference with you.

## Early Dismissal (before 3:25 pm)

Please remember to send a note if your child will be dismissed early. Early dismissals interrupt the classroom, so please, only use early dismissal as a last resort!!

## Emergency Card Updates

Please remember to notify the office and/or nurse if you have any changes in your child's emergency card information, such as work telephone numbers, etc.

## Student Address and Phone Numbers

Some of you have asked for class lists with student addresses and/or phone numbers. Teachers have been asked not to give out this information for any reason.

